



**SACHI A. HAMAI**  
EXECUTIVE OFFICER

## COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • FAX (213) 620-0636

### MEMBERS OF THE BOARD

GLORIA MOLINA

MARK RIDLEY-THOMAS

ZEV YAROSLAVSKY

DON KNABE

MICHAEL D. ANTONOVICH

February 12, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

9 February 12, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

### **RECOMMENDATION TO ENCUMBER ADDITIONAL FUNDS FOR TEMPORARY CONTRACT SERVICES AND APPROVE APPROPRIATION ADJUSTMENT (ALL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

Request approval for the Executive Office, Board of Supervisors to encumber an additional \$550,000 annually for temporary personnel services and approve appropriation adjustment.

#### **IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and authorize the Executive Officer of the Board to encumber an additional \$550,000 per fiscal year, increasing the estimated maximum annual cost from \$2,100,000 to \$2,650,000 for temporary personnel services, effective upon Board approval.
2. Approve an appropriation increase of \$550,000, which will be fully funded with a Fiscal Year 2012-13 intrafund transfer from the Department of Mental Health.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this recommendation is to request a supplement of \$550,000 to fund existing contracts previously approved by your Board, for temporary personnel services for clerical and comparable positions. On April 19, 2011 your Board approved and authorized the Executive Officer of the Board to supplement \$660,000 increasing the estimated maximum annual cost to \$2,100,000.

In Fiscal Year 2012-13 the Executive Office of the Board of Supervisors is estimating an increase in temporary services by our Department, as well as, other County Departments using our contracts. As a result the projected cost will exceed our previous annual estimated cost of \$2,100,000 per fiscal year. Therefore, we are increasing our estimated cost to \$2,650,000.

### **Implementation of Strategic Plan Goals**

This action is consistent with the County's Strategic Plan Goal No. 1 of Organizational Effectiveness by providing quality, timely, and cost-efficient temporary personnel services to the Board of Supervisors and client departments.

### **FISCAL IMPACT/FINANCING**

Rates are standardized for all firms under the contracts. Services are used on an as-needed basis and not projected to exceed \$2,650,000 in any one fiscal year. Partial funding for this service is available in the Board of Supervisors, Executive Office Adopted Budget. The remaining \$550,000 will be funded by an Intrafund Transfer from the Department of Mental Health.

Approve an appropriation increase of \$550,000, which will be fully funded with a Fiscal Year 2012-13 intrafund transfer from the Department of Mental Health.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contracts are intended to be used by the Board of Supervisors and other County Departments to obtain temporary personnel services during peak work periods and/or in the approved absence of permanent staff as authorized under California Government Code Section 31000.4.

There is no impact to County employees as these services supplement current resources and are intermittent in nature. The financing of temporary personnel services cost is paid from existing budgeted funds within each client department

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The approval of this request will not result in any impact to other current services or projects.

### **CONCLUSION**

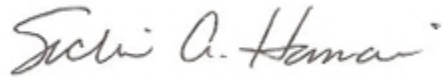
Please return one adopted copy of this letter to Executive Office, Fiscal Services Division.

The Honorable Board of Supervisors

2/12/2013

Page 3

Respectfully submitted,

A handwritten signature in cursive script, reading "Sachi A. Hamai".

SACHI A. HAMAI

Executive Officer, Board of Supervisors

SAH

Enclosures

c: Executive Officer, Board of Supervisors  
Chief Executive Officer  
County Counsel

## COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF BOARD OF SUPERVISORS

DEPT'S.  
NO. 061

January 22, 2013

## AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2012-13

3 - VOTES

SOURCES

BOARD OF SUPERVISORS  
A01 - BS - 6800 - 10010  
INTRAFUND TRANSFERS - \$550,000  
DECREASE APPROPRIATION

USES

BOARD OF SUPERVISORS  
A01 - BS - 2000 - 10010  
SERVICES AND SUPPLIES - \$550,000  
INCREASE APPROPRIATION

SOURCES TOTAL: \$ 550,000

USES TOTAL: \$ 550,000

JUSTIFICATION

Reflects an increase in spending authority, which will be 100% offset with FY 12-13 Intrafund transfers from Mental Health.

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

*Hanna Cheru*  
AUTHORIZED SIGNATURE Hanna Cheru

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

9

FEB 12 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

*Karin Shukuma*  
Jan 25 2013

B.A. NO. 068

☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

*Y. Shridhan*  
Jan 25 2013